

28 April 1986

UDAC Augmentation

I. Information Services

A. Register management

1. Maintain automated system to track disclosures
2. Input forms, quarterly reports, other reporting
3. Perform keyword indexing

B. Media review

1. Scan selected media, department and agency clipping services, Community publications, etc., for disclosures, commentary on disclosures and related items
2. Synopsise media items and nature of disclosure for entry in register
3. Ensure cross referencing of articles, topics, publications, attributed sources, reporters, etc.

II. Analysis & Production

A. Analyze content of unauthorized disclosure register

1. Compare and coordinate entries in register
2. Attempt to determine patterns of activity

B. Prepare monthly and annual reports

C. Prepare special reports to support efforts to combat unauthorized disclosures

D. Prepare material to raise awareness of unauthorized disclosure problem and motivate appropriate response

III Liaison

- A. Maintain active contact with Community investigative units
- B. Ensure dissemination and exchange of data among investigators
- C. Support Unauthorized Disclosure Investigation Subcommittee
 - 1. Advise chairman and members
 - 2. Provide liaison between UDIS and Chairman, SECOM
- D. Maintain active contact with Public Affairs offices in the Community
- E. Maintain active contact with General Counsels of the Community

IV. Action Support

- A. Support senior panel on investigation and prosecution
 - 1. Secretariat (files, minutes, correspondence, general support)
 - 2. Production (reports, proposals for action, follow-up)
 - 3. Provide disclosure data to support senior panel actions